

AI Labor Syndicate — Operational Checklist (v1.0)

- 1) Capture lead (Google Form) — fields: name, phone, address, job type, photos.
- 2) Confirm appointment (auto-SMS) — use Twilio template.
- 3) Complete job — mark row as COMPLETED in Google Sheet.
- 4) Auto Follow-up (24h) — Send email with Home Maintenance Kit PDF + 3 affiliate tools.
- 5) Offer upsell — recurring maintenance via booking link.
- 6) Collect review — send link & small discount for referral.